

LaGov Project



TENTATIVE Blueprint Schedule for Finance Modules

Invitations will be sent out for each Blueprint Session with the room locations and exact times. If you have not received an invitation and would like to attend a session, please email Beth Adams, beth.adams@la.gov, or contact the Module lead. Seating is limited in rooms, so please RSVP before attending.



Accounts Payable TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-AP-001	8/18/08	Account Code Structure – Vendors	<ul style="list-style-type: none">-Build business process design for maintaining vendors-Determine field level requirements for Non PO vendors & reporting requirements-Determine use of vendor master functionality-Identify legacy systems that will be used for data conversions
FI-AP-002	9/17/08-9/23/08	Accounts Payable Processing	<p>Develop business process design for:</p> <ul style="list-style-type: none">-Non PO related vendor invoice approvals-3-way/2-way match PO related invoice approvals-1099 vendor invoice processing-invoice billing discrepancies and invoice tolerances-vendor down payments.-outgoing vendor payments-vendor cash refunds and credits-recurring vendor invoicing-vendors who are customers
FI-AP-003	9/30/08-10/01/08	Check Management	<p>-Develop business process design for:</p> <ul style="list-style-type: none">-house banks/bank accounts/check numbering in SAP-supporting daily check management-reporting requirements for check management)-supporting escheated checks, return payments-Identify check design (output form)

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Accounts Payable TENTATIVE Blueprint Schedule (cont.)

Session ID	Date	Business Process	Goals
FI-AP-004	10/22/08	1099 Processing	-Develop business process design supporting: -1099 invoicing and reporting requirements -validating 1099 vendor master data - 1099 data transmission/corrections
FI-AP-005	10/21/08	Non-Payable Invoices	-Develop business process design for free of charge vendor invoicing
FI-AP-006	10/30/08	Purchasing Card Processing	-Develop business process design: -to import purchasing card data from banking institution -for maintaining default purchasing card account coding -supporting expense approvals/controls/posting -supporting expense posting corrections -supporting period end close procedures -supporting purchasing card credits -Identify reporting requirements



Accounts Receivable TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-AR-000	8/11/08	AR Functionality Assessment	
FI-AR-001	9/24/08	Customer Master	
FI-AR-002	8/27/08	AR Processing	
FI-AR-003	10/9/08	Customer Reporting and Analysis	



Asset Accounting TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-AA-001	8/14/08	Asset Classes	
FI-AA-002	8/19/08- 8/20/08	Asset Master Records	
FI-AA-003	9/30/08	Asset Acquisitions and Subsequent Valuations	
FI-AA-004	10/21/08	Transfer of Assets	
FI-AA-005	10/23/08	Retirement of Assets	
FI-AA-006	10/28/08	Physical Inventory Bar Coding	
FI-AA-007	11/5/08	Periodic Processing	
FI-AA-008	11/18/08	Data Conversion	



Budget Prep TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-BP-001	9/17/08- 9/18/08	Budget Prep Overview (merged with FI-FM-002)	-Budget Prep design coordination with FM & GM -Sharing of Master Data, Budget Transfers & Adjustments
FI-BP-002	8/14/08	Operating Budget: Central controlling perspective	-Overview of Budget Prep system -Overall timelines for HB1 -Versions for Budget Prep, etc
FI-BP-003	8/27/08- 8/28/08	Operating Budget: Details & Systems	-Op Budget: BR & CB Forms -Op Budget: Continuation Budget prep details -Op Budget: Executive Budget prep details -Op Budget: Legislative Tracking & OPB involvement -Op Budget: BA-7 Adjustment process
FI-BP-004	9/23/08- 9/25/08	Operating Budget: Agencies' perspective	-Details of Salary & Non-Salary budget, as included in: -Continuation Budget Request (CB forms) -New & Expanded Service Requests (NE forms) -Technical/Other Adjustments (T/OAP forms) -Total Request Summary (see Addenda below) -Five Addenda to Total
FI-BP-005	10/2/08	Capital Budget: Central controlling perspective	-Overview of Budget Prep system -Overall timelines for HB2 -Versions for Budget Prep, etc

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Budget Prep TENTATIVE Blueprint Schedule (continued)

Session ID	Date	Business Process	Goals
FI-BP-006	10/14/08-10/16/08	Cap Outlay Budget: Details & Systems	<ul style="list-style-type: none">-Cap Outlay Bud: Initial ECORTS Request review-Cap Outlay Bud: Add Fin info from FPC & OPB-Cap Outlay Bud: Projects into HB2-Cap Outlay Bud: BA-7 Adjustments
FI-BP-007	10/22/08-10/23/08	Capital Budget: Agencies' perspective	<ul style="list-style-type: none">-CO Request submission in ECORTS-Extraneous data systems used for Capital Outlay prep
FI-BP-008	11/12/08-11/13/08	Integration with FM/GM (Retraction details)	<ul style="list-style-type: none">-Details of how Budget Prep data is retracted to FM & GM
FI-BP-009	11/05/08-11/06/08	Budget Data Conversion (incl. Historical Data)	<ul style="list-style-type: none">-Details to be included in Budget data conversion, including (a) BRASS data, (b) AFS data, (c) How many years of conversion data, etc
FI-BP-010	10/29/08	Budget Reports, Publishing of Budget	<ul style="list-style-type: none">-Data transfer from Budget Prep for Publishing-Approach for all Budget Reports and compilation thereof
FI-BP-011	11/18/08	Performance Measures: Process & Tools	<ul style="list-style-type: none">-How Measures are used together with Budget data-BRASS and LaPAS Performance data-Transition to SAP



Cash Management TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-CM-002	8/27/08-8/28/08	Bank Accounting	-Review the state's current bank reconciliation process and match the standard processes in SAP
FI-CM-001	10/16/08	Cash Reporting & Forecasting	-Current Reports & frequency -Standard reports available in SAP -Review current liquidity forecast -Draw possible scenarios in SAP
FI-CM-003/004/005	10/28/08	Debt & Investment Management & Interest	-Review the interfaces of Debt and Investment -Determine what GL accounts might be needed for posting
FI-CM-006	11/5/08	Cashiering & Offsite Cash Receipts	-Overview of the current processes -Offsite cash collection facilities -Recording cash -Deposits & Updates in system
FI-CM-007	11/18/08	Revenue Posting & Tracking	-Revenue Posting & Receivable match -Clearing Account & Bank Account and Receivable match -Refunds & Adjustments -Discounts & Rebates



Controlling

TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-C0-001	8/05/08	Cost Centers	<ul style="list-style-type: none">-Intro to SAP Finance & Controlling-Intro to Cost Centers-Cost Center Numbering Schema-As-Is Processes for Cost Centers-To-Be Processes for Cost Centers-Master Data Maintenance & Settlement
FI-C0-002	8/19/08	Account Code Structure – Internal Orders	<ul style="list-style-type: none">-Intro to Internal Orders: True Orders & Statistical Orders-Internal Orders Numbering Schema-As-Is Processes for Internal Orders-To-Be Processes for Internal Orders: Master Data-Maintenance Integration with FI-GL & FM
FI-C0-003	9/23/08	Time Entry Postings	<ul style="list-style-type: none">-Intro Time Entry Postings-Explore options for using Time Entry-Postings As-Is Processes for Time Entry Postings-To-Be Processes for Time Entry Postings
FI-C0-004	10/1/08	Inter-Agency Transfers	<ul style="list-style-type: none">-Intro Inter-Agency Transfers-As-Is Processes for Inter-Agency Transfers-To-Be Processes for Inter-Agency Transfers-Funds Management & FI-GL Impacts

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Controlling

TENTATIVE Blueprint Schedule (continued)

Session ID	Date	Business Process	Goals
FI-C0-005	10/14/08	Periodic Processing/Cost Allocations	<ul style="list-style-type: none">-Periodic Processing & Cost Allocations-Overview- Statistical Key Figures & Activities-As-Is Processes for Cost Allocations-To-Be Processes for Cost Allocations
FI-C0-006	10/30/08	Management Reporting	<ul style="list-style-type: none">-Intro to Management Reporting-Reporting Requirements-Controlling Standard Reports
FI-C0-007	12/8/08	CO Validation	<ul style="list-style-type: none">-Review CO Blueprint Design & Documentation-Validate CO Blueprint Design & Documentation



Financial Management TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-FM-001	08/7/08	Periodic Processing/Cost Allocations	Determine: <ul style="list-style-type: none"> -Use of Master Data -Mapping to legacy -Naming convention -Maintenance process
FI-FM-002	09/17/08-09/18/08	Budget Preparation, Amendments and Integration	<ul style="list-style-type: none"> -Coordinate Budget Prep design with FM, GM, GTR and PS for budget preparation and budget amendments -Define FM budgeting characteristics including Budget Versions, Budget Types/processes (Original, Carry Forward, Supplementary, Transfers & Returns), Budget & Posting address (Budget Structures), Budget Doc types. -Discuss options for Budget Amendments/Adjustments (AS-IS & TO-BE). Determine the frequency of "Plan" Retraction to SAP R3 (FM, GM, PS, HR-PBC) and update frequency of "Actual" data into BW cubes, from ECC and other systems
FI-FM-003	10/22/08-10/23/08	Budget Availability and Control - General	<ul style="list-style-type: none"> -Define budget control level (AVC addresses) in FM for departments/agencies, capital projects and grant budgets (by FM Master Data) by fund and expense type. -Define exceptions for budget control. -Define the FM standard and budget tolerance profiles used by SBBC. -Review other FM functionality which may be useful in budget control

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Financial Management TENTATIVE Blueprint Schedule (continued)

Session ID	Date	Business Process	Goals
FI-FM-004	11/13/08	Budget Availability and Control - Work Orders	<ul style="list-style-type: none">-Define budget control address for work orders from PM and Agile Assets.-Determine use of automatic reservations at time of order creation. Determine the process for creating related FM master data and coordination with PM/Agile assets master data.
FI-FM-005	10/1/08	FM Budget Consumption - Expenses and Encumbrances	<ul style="list-style-type: none">-Process by which FM gets updated for actual expenditures (posting address)-Pre-encumbrances and encumbrances from MMFM Earmarked funds – type, use and liquidation process-Use of non-consumable budget types for reservations
FI-FM-006	10/8/08	FM Period End Processing	<ul style="list-style-type: none">-Review FM Month End Activities including Opening / Closing FM Periods and Transferring Commitments to FI-GL.-Review Additional FM Year End Activities including Commitment and associated budget balance carry-forwards, Residual Budget Carry-Forwards and Fund Balance Carry-Forwards.
FI-FM-007	11/12/08	Budgetary Basis Reporting	<ul style="list-style-type: none">-Review requirements for budget basis reporting-Review current reports-Determine To Be reports framework



General Ledger TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-GL-001	7/29/08	Enterprise Structure	
FI-GL-002/ 004	7/31/08	Finance Account Code	-Chart of Accounts -Data Maintenance
FI-GL-003	8/20/08- 8/21/08	Chart of Accounts	-GL Accounts -Master Data
FI-GL-005	10/2/08	Splitting Rules	-Supporting Balance Sheet Reporting
FI-GL-006	10/8/08- 10/9/08	Journal Entry Processing	
FI-GL-007	10/28/08- 10/29/08	Period Management and Closing Operations	
FI-GL-008	11/5/08- 11/6/08	Financial Reporting	



Grantee Management TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-GM-001	08/12/08 – 08/14/08	Account Code Structure – Grants and Sponsored Objects	<ul style="list-style-type: none">-Definition of a grant-Definition of external sponsor dimensions-Maintenance process for grant master data-Integration of grant master data with other modules-Naming conventions and numbering standard-Determination of sponsor budget validity period
FI-GM-002	08/21/08	Grant Lifecycle Management	<ul style="list-style-type: none">-Posting activities throughout grant lifecycle-Managing phases of activities (e.g. award, pre-award, closing)-Process for grant maintenance
FI-GM-003	9/17/08	Grant Budgeting and Budget Control	<ul style="list-style-type: none">-Sponsor requirements for budget control-Integration with Funds Management and Budget Preparation-Availability control requirements-Periodic budget transfers
FI-GM-004	9/24/08	Grant Accounting	<ul style="list-style-type: none">-Process of updating grants from other modules-Periodic corrections and transfers
FI-GM-005	10/9/08	Grants Billing/Claiming	<ul style="list-style-type: none">-Frequency of grant billing-Basis for grant billing-Process surrounding grants billing-Automated billing and creation of accounts receivable documents-Common/standard forms

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Grantee Management TENTATIVE Blueprint Schedule (continued)

Session ID	Date	Business Process	Goals
FI-GM-006	10/21/08	Grants Conversion	<ul style="list-style-type: none">-Conversion strategy for existing active grants-Conversion of budget & actuals (exp & rev)-Conversion of receivables-Conversion for year-end reporting-Legacy Clean up
FI-GM-007	11/5/08	Grants Reporting	<ul style="list-style-type: none">-Grants reporting by sponsor dimensions-Standard reports vs BI reports-Specific requirements for internal and external reports



Grantor TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-GTR-001	9/17/08-9/18/08	Grantor Master Data	Master Data session captures Business Partners, Programs, Contracts, and Projects used by Grantor module.
FI-GTR-002	9/17/08-9/18/08	Grantor Program Management	Program management defines how Grant activities are managed, funded, and delivered to the grantee with internal and external accountability.
FI-GTR-003	9/29/08-9/30/08	Applications and Agreements	Grantor Application process helps potential grantee receive information about the grantor program and apply for grant online. Grantee eligibility determination and benefit amount calculation is done. The Agreement process captures terms and conditions of the awarded grant.
FI-GTR-004	10/7/08	Grants Budgeting	Facilitates budgetary Control for Grantor programs. It can be used to provide budgetary control at various levels including agency, fiscal year and grantor agreement. This process supports budget planning and budget execution and allows monitoring of the availability of funds.
FI-GTR-005	10/23/08	Grant Claims	The Grantor claims management function a Web-based claim form that is assigned to a relevant agreement and individual claim items. These claim items can be checked for eligibility and availability and then executed against the agreement. Any advances are also cleared. Claims are then approved, released, and paid.

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Grantor TENTATIVE Blueprint Schedule (continued)

Session ID	Date	Business Process	Goals
FI-GTR-006	10/29/08	Case Management	Activities linked to Grantor Application/Agreement/Business Partner are managed in Grantor Case Management.
FI-GTR-007	11/03/08	Business Rule Framework	Business Rule Framework is used to check if the data in the application form conforms to grantor program rules. For example, web request uses BRF to validate the fields the applicant enters on online application form.



Project Systems TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-PS-001	8/6/08	Project Structures- DOTD	
FI-PS-002	8/12/08- 8/13/08	Project Structures- Facilities	
FI-PS-003	8/26/08	Project Structures- Others	
FI-PS-004	9/24/08	Project Budgeting and Control	
FI-PS-005	10/29/08	Project Planning	
FI-PS-006	10/7/08	Project Accounting	
FI-PS-007	10/14/08	FHWA Billing	
FI-PS-008	11/19/08	Project Management	
FI-PS-009	11/12/08	Capital Projects Periodic Processing	



Real Estate Management TENTATIVE Blueprint Schedule

Session ID	Date	Business Process	Goals
FI-RE-001	9/23/08	Master Data	
FI-RE-002	10/8/08	Real Estate Transactions	
FI-RE-003	11/12/08	Leasing	
FI-RE-004	10/30/08	Right-of-Way Parcels	